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*Report 3*

**CONFIDENTIAL**

Assistant to DCI

Document No. 057

18 February 1955

Director of Training

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Weekly Summary Report

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 31/01/78 By: 008

1. Junior Officer Trainee [REDACTED], graduated first in his OCS class at Ft. Benning, Georgia, and was designated as Honor and Distinguished Graduate.

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2. The Far East Division has raised with the Office of Training the possibility of supplying reading improvement equipment for the training of officers in an [REDACTED] agency.

25X1C8c

3. Eight commissioned personnel of the Office of Naval Intelligence and a representative of the Department of State were among the 71 individuals who attended the recent Induction Course.

4. The Office of Personnel has verified arrangements whereby returned Overseas Returnee Questionnaires will be referred to the Office of Training. This procedure will materially assist OTR in the planning for training support necessary to meet individual and divisional career development requirements for overseas returnee personnel. It will also provide this Office with an indication of the availability of operationally qualified personnel for potential instructional assignment.

5. Agency demands upon the services of the Assessment and Evaluation Staff, OTR, are ever-increasing. The rate of development and new uses of testing programs have required reorganization of administrative procedures to meet requests for these services. Provision for administering the pre-training test battery to 97 personnel during the past week reflects a continuing test load requiring prompt delivery of IBM equipment on order. The present growth of Assessment and Evaluation files is posing a problem of selective retirement. Action is under way to retire files without loss of materials deemed rich in information of potential significance to the refinement of Agency psychological services.

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6. With the permission of the Security Office, the Director of Training and Mr. [REDACTED] conducted the first of a series of briefings to the wives of staff employees at [REDACTED]. Forty-six wives attended the briefing on the subject of "What is Intelligence?" and proved to be a most receptive and interested audience. I consider this to be an important innovation in Agency practice and will watch its progress carefully to determine whether a recommendation can be made to the Director that similar briefings be offered on a selected basis to adult dependents of headquarters employees.

25X1A6b

SIGNED

MATTHEW BAIRD

MB:ep (2/18/55)

cc: DD/P  
DD/I  
DD/S

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